

Town of Davie

Administrative Policy #01.005
Effective June 21, 2007

Identification Cards/Recording of Work Hours

General: The purpose of this section is to establish procedures for the administration of:

- Employee identification (ID) cards
- The means of recording of actual work hours

Policy: It is the policy of the Town to require all employees to carry Town issued employee ID cards while on duty in order to facilitate the easy identification of the individual carrying the ID card as an employee of the Town of Davie.

It is the policy of the Town to require that actual work hours of certain employees be accurately recorded via card swipes on Town time clocks, via the Town Personal Computers (PC) based timekeeping system, or, in the absence of the aforementioned, via another acceptable method.

Procedure:

Employee ID Cards

All Town employees will carry their Town issued ID card at all times while on duty.

A Town employee will produce his or her Town issued ID card upon request.

In the event of the loss of an ID card, the employee who lost the card will immediately notify his or her supervisor who will immediately make arrangements for the replacement of the ID card.

Employees may wear their ID card on a lanyard or by means of a card clip so the ID card is visible to the public.

Individual department directors may require all or some of the employees within their department to wear their ID cards so that they are visible to the public.

At a minimum, ID cards will contain:

On Card Face:

- Employee's digital photograph
- Current Town logo and/or Fire or Police Department logo if applicable
- Employee's first and last name
- Employee's current Job classification
- Employee's current Department
- Expiration date not to exceed three (3) years from the date of issue

On Back of Card:

- Employee's Town of Davie ID Number
- A Bar code containing the Town ID Number (in a location where it may be read by Town time clocks when swiped)
- Employee's date of hire
- Date the card was issued
- The following text:
"The individual that appears on the front of this card is an employee of the Town of Davie"
- The following text:
"If card is found, please return to: Town of Davie, 6591 Orange Drive, Davie, FL 33314"

Examples of approved ID formats are hereto attached as Exhibit A.

ID cards will NOT contain any other information which is not generic in nature or specific to the employee who will carry the card, such as a name (other than that of the employee who will carry the card).

ID Cards will be produced and issued during the first week:

(1) of initial hire, (2) of change of job classification, (3) of change of department, (4) prior to the expiration date, or (5) of loss of card.

An electronic record of the card will be maintained by the producing department.

Upon production of an ID card, verification of the issue of the card will be forwarded immediately to the Department of Human Resources Management along with an electronic copy of the digital photograph of the employee.

The Department of Human Resources Management will file the verification of the issue of the ID card in the employees Personnel File.

Recording Actual Work Hours

The Town's timekeeping system interfaces with the Town's Payroll system and has the ability to provide Administration, Human Resources Management, and department directors or their designees with reports which will assist in the management of employee attendance and timeliness matters.

All hourly employees are required to swipe their ID card on the Town time clock located at their worksite upon entering and leaving the worksite.

All hourly employees who do not have access to a Town time clock at their work site are required to utilize the Town PC based timekeeping system to record their work hours upon entering and leaving the worksite.

Individual department directors may require all or some of the employees within their department who are exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) to utilize one of the aforementioned methods to record their work hours in order to have access to Town Timekeeping System Management Report data concerning the actual work hours of these employees.

In the absence of a Town time clock or the availability of a PC, all employees who are required to record their actual work hours will utilize a method of recording specified by their department director and approved by the Town Administrator or designee.

This Administrative Policy may be amended at the Town Administrator's discretion.

Department responsible for maintaining this Administrative Policy: Department of Human Resources Management

Authority: Code of Ordinances, Part I Charter, Section 6(a)

Effective Date: June 21, 2007

Revision History:

Developed and Approved: June 21, 2007

Gary Shimun
Town Administrator

Exhibit A

TOWN OF DAVIE	
	PHOTO
Expires: 1/1/1900	
First Name Last Name Job Classification	
DEPARTMENT	

The individual that appears on the front of this card is an employee of the Town of Davie.

If card is found, please return to:
Town of Davie
6591 Orange Drive, Davie FL 33314

Hire Date: 01/01/1900 Issue Date: 01/01/1900



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TOWN OF DAVIE	
	PHOTO
Expires: 1/1/1900	
First Name Last Name Job Classification	
FIRE RESCUE DEPARTMENT	

The individual that appears on the front of this card is an employee of the Town of Davie.

If card is found, please return to:
Town of Davie
6591 Orange Drive, Davie FL 33314

Hire Date: 01/01/1900 Issue Date: 01/01/1900


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TOWN OF DAVIE	
	PHOTO
Expires: 1/1/1900	
First Name Last Name Job Classification	
POLICE DEPARTMENT	

The individual that appears on the front of this card is an employee of the Town of Davie.

If card is found, please return to:
Town of Davie
6591 Orange Drive, Davie FL 33314

Hire Date: 01/01/1900 Issue Date: 01/01/1900


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